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BUILDING MAINTENANCE AND UTILITIES DIVISION

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Space, Maintenance, and Facilities Division

Revised by [illegible]

BUILDING MAINTENANCE AND UTILITIES DIVISION

STATEMENT OF FUNCTIONS

Office of the Chief

The Building Maintenance and Utilities Division is responsible for the maintenance, alteration, installations and repair of all buildings assigned to the Central Intelligence Agency by the General Services Administration and those which are under Central Intelligence Agency lease in the Washington area; provides for all internal physical moves; procures and assigns parking spaces and polices parking areas. This division coordinates requirements for alterations, installations, repairs and service; reviews justification and requirements, and when necessary, obtains approval of the Inspection and Security Office; estimates costs; effects completion of work by the issuance of work orders to the Public Buildings Service, General Services Administration. In addition to the General Services Administration, liaison is carried on by this division with National Capital Parks, Bureau of Public Roads, Department of State, Department of the Navy, D. C. Division of Vehicles and Traffic, and the D. C. Metropolitan Police.

Telephone Branch

Supervises and maintains continuous operation of the CIA switchboard; records all official long distance telephone calls; provides telephone information service for entire departmental area; coordinates in emergency planning with CIA Watch Officer and with Physical Security Branch. Through technical survey prescribes adequate telephone communication service; assists in coordinating intra-agency moves; procures equipment and facilities for teletype, TWX, lease-line and private line service. These functions require liaison with the Chesapeake and Potomac Telephone Company, American Telephone and Telegraph Company, Western Electric Company, Associated Press, Department of Defense, and the Department of State. Records costs and certifies for payment bills for above services.

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